



# Alberta Education Curriculum Match to Central Alberta Career Prep Resources

## *Knowledge and Employability Courses*

This Curriculum Match incorporates five new Introductory Pick Up and Go Kits that fulfill several Alberta Education learning objectives for Knowledge and Employability courses. Additional lessons included are from the general Pick Up and Go Kit collection, and may be adapted for Knowledge and Employability students. New kits that will address many of the Knowledge and Employability learning objectives are planned for the future. The order of the Pick Up and Go Kit topics in this Curriculum Match suggests a coherent sequence for career planning presentations, although educators may decide on a sequence that works best for their own classes. It is important that students are exposed to career planning education throughout their high school years.

- **Alberta Education goals and expectations are common for all Knowledge and Employability courses, core as well as occupational courses. Central Alberta Career Prep Pick Up and Go Kits address many of these goals and expectations.**
- **The Alberta Education learner outcomes for the Knowledge and Employability occupational courses are common for all courses but require that each course focus on the specific occupation being studied. Lessons from the Career Prep collection which focus on career research provide opportunities for students to explore specific occupations.**
- **The Alberta Education goals of Workplace Readiness courses are to:**
  - **Allow students to develop the skills needed to find and acquire a position and be successful in the workplace**
  - **Provide opportunities for students to apply essential employability and workplace competencies, acquired through the occupational component, in the workplace**
  - **Develop an understanding about the demands of the workplace and the rights and responsibilities of both employee and employer**
  - **Provide opportunities for students to explore their personal strengths and interests, related to future life and career opportunities**
- **The learner objectives of the Career Prep Pick Up and Go Kits provide an ideal match to these Alberta Education goals for Workplace Readiness courses.**

# COMMON ALBERTA EDUCATION GOALS AND EXPECTATIONS FOR KNOWLEDGE AND EMPLOYABILITY COURSES WITH MATCHING CAREER PREP RESOURCES

ENGLISH LANGUAGE ARTS 10-4, 20-4, 30-4  
SOCIAL STUDIES 10-4, 20-4, 30-4  
MATHEMATICS 10-4, 20-4

SCIENCE 10-4, 20-4  
KNOWLEDGE AND EMPLOYABILITY OCCUPATIONAL COURSES

## ALBERTA EDUCATION LEARNER OUTCOMES

## CAREER PREP RESOURCES

## CAREER PREP LEARNER OUTCOMES

**All Knowledge and Employability courses assist students in:**

- Transitioning from school to the workplace and community
- Gaining recognition, respect and value from employers and further education providers

**Knowledge and Employability courses promote student skills, abilities, and work ethics, including:**

- Academic and occupational skills of a standard determined by the workplace to be necessary for success
- Practical applications through on- and off-campus experiences and/or community partnerships
- Career development skills to explore careers, develop a career-focused portfolio and assess career skills
- Develop interpersonal skills to ensure respect, support and cooperation with others
- Develop safety awareness and habits to ensure a safe work environment

**Future of Work**

**Get Ready:  
Plan Your Career!**  
(Introductory)

**Developing Your Career Portfolio**

**Get Started:  
Take the First Step!**  
(Introductory)

**Get Smart:  
Know Your Skills!**  
(Introductory)

**Career Cruising Website**  
[www.careercruising.com](http://www.careercruising.com)  
(site license paid by Career Prep for member schools)

Students will:

- Identify three factors influencing the world of work
- Apply these factors to select occupations and forecast occupational growth
- Identify and research tools including the newspaper, information interviews, and government publications to support their understanding of the world of work and projected change

Students will:

- Develop an understanding of the word “career”
- Be able to identify the steps of the career planning process
- Learn the purpose of each of the steps in the career planning process
- Recognize the importance of understanding and using this process when making career decisions now and in their future

Students will:

- Be able to define a portfolio and identify its benefits and applications
- Be able to identify and demonstrate their transferable skills through the use of a portfolio
- Collect and organize information and materials that reflect and show their unique skills

Students will:

- Understand why self-evaluation is an important step in the career planning process
- Recognize various methods of self-evaluation
- Increase their self-awareness by completing a variety of self-assessment activities
- Link the results of their self-assessments to occupational ideas of interest
- Realize that self-evaluation is an ongoing, lifelong activity

Students will:

- Be able to define a skill
- Recognize the importance of knowing their skills
- Develop an understanding of the number and variety of skills they possess
- Identify sources of skill development outside the workplace
- Recognize the transferability of their skills to the workplace

**Career Planning Website:**

- Career Matchmaker Assessment
- Career Information
- Education Information
- Portfolio/Resume Builder

## CAREER PREP RESOURCES

### Getting the Goods On Line and Off: How to Research Work

Alberta Learning Information Service  
(ALIS)  
Government of Alberta Website  
[www.alis.alberta.ca](http://www.alis.alberta.ca)

### Get Noticed: Resumes That Work! *(Introductory)*

### Get Attention: Catchy Cover Letters! *(Introductory)*

### Interview Skills Building & Mock Interviews

### Wanted: One Great Employee

### Alberta Employment Standards

### Safety 1st at Work

## CAREER PREP LEARNER OUTCOMES

Students will:

- Be able to explain why research about work is important
- Identify sources of occupational information
- Be able to identify resources helpful in research

Career Planning Website:

- Assessments
- Occupation Research
- Post-Secondary Options
- Post-Secondary Financing

Students will:

- Be able to explain what a resume is
- Recognize the purpose and importance of a resume
- Be able to distinguish features of a high quality resume
- Identify the components of a resume
- Produce a functional resume

Students will:

- Understand what a cover letter is and how it differs from a resume
- Develop awareness of the importance and use of a cover letter
- Be able to identify characteristics of an excellent cover letter
- Recognize key components of a cover letter
- Compose a targeted cover letter

Students will:

- Be able to explain the purpose and process of an interview
- Be able to identify common interview questions
- Prepare marketable answers for interview questions
- Be able to prepare questions for employers
- Identify appropriate and inappropriate behavior during an interview

Students will:

- Identify some of the skills necessary for productive relationships and effective communication in the workplace
- Display knowledge of appropriate personal management skills such as dependability, dress and conduct
- Understand that attitude contributes toward being considered a valued worker

Students will:

- Develop specific knowledge about Employment Standards such as wages, hours of work, termination and general holidays
- Know where to access information on employment Standards and other related resources

Students will:

- Be able to enhance their appreciation of the importance of safety in the workplace
- Increase their knowledge of factors affecting workplace safety
- Realize the responsibility of workers for their workplace safety
- Become aware of the role played by law in workplace safety

## CAREER PREP RESOURCES

**Safety@Work (web based)**  
**Level 1 (30 Minutes)**  
**Level 2 (60 Minutes)**  
**[www.careerprep.ab.ca](http://www.careerprep.ab.ca)**

### Exploring the Hidden Job Market

### WorldWideWorkplace Diversity

### Be Your Own Boss: Is Self-Employment For Me?

### Evaluating Post-Secondary Options

### Presenting Your Portfolio

### Moving Out

## CAREER PREP LEARNER OUTCOMES

Students will:

- Develop an understanding of the importance of safety in the workplace
- Become knowledgeable about the risk factors that apply to young workers
- Be able to identify and assess various safety and health hazards
- Recognize the role of both employers and employees in maintaining a safe and healthy work environment
- Develop an awareness of provincial laws established to ensure safe workplaces

Students will:

- Identify sources of job leads
- Assess events, news items and information about the labour market
- Identify members of their network in pursuit of work
- Request and conduct an informational interview

Students will:

- Develop an understanding of terminology relevant to the discussion of diversity
- Be asked to challenge their perceptions about diversity
- Identify who contributes to Canada's diverse workforce
- Develop an awareness of how diversity impacts today's and tomorrow's labour market

Students will:

- Learn about self-employment as a work option and potential career direction
- Learn about the required skills of being self-employed
- Learn about the benefits and challenges of being self-employed
- Learn about the 10 keys for success in business
- Be able to assess a business idea and how to develop the framework for a business plan

Students will:

- Identify their wants and needs regarding post-secondary institutions and relate these to specific post-secondary institutions
- Identify practical and up to date resources for research related to post-secondary institutions

Students will:

- Understand the benefits of presenting their portfolios
- Demonstrate an effective portfolio presentation as part of a job interview or panel presentation
- Prepare to use their portfolios to answer common presentation questions
- Use an evaluation tool to assess presentations of portfolios
- Be aware of paper and electronic formats and appropriate use of these mediums

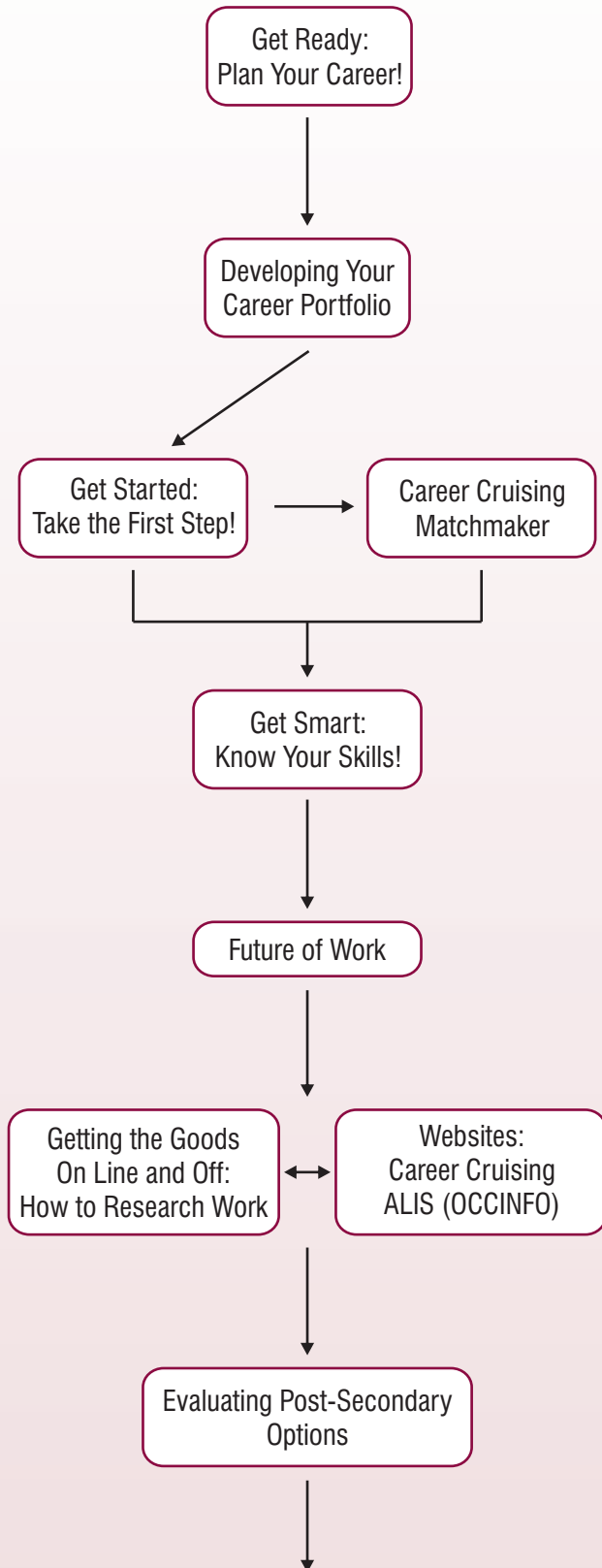
Students will:

- Gain information about the Residential Tenancies Act
- Explore safety measures related to their apartment activities and interactions
- Plan for startup and ongoing expenses
- Prepare a monthly budget

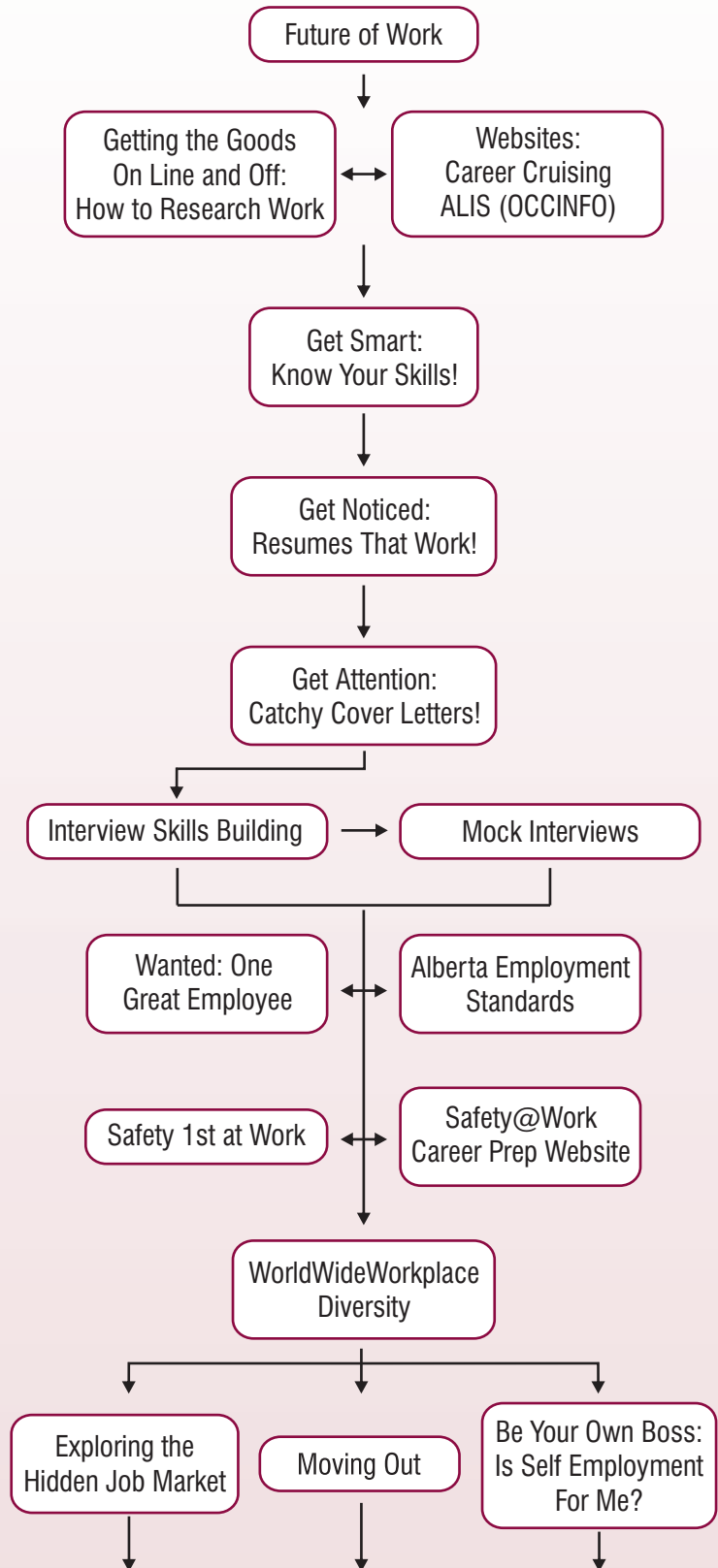
# Sample Sequencing

## Pick Up and Go Kits for K and E Courses

### CAREER PLANNING



### WORK SEARCH FOCUS



### PRESENTING YOUR CAREER PORTFOLIO

# Pick Up And Go Kits

(A Comprehensive Set of Career Development Lesson Plans)

## Features:

- 40-80 minute sessions regarding the title topic
- Targeted at and Field tested with grade 9 and high school aged youth
- Minimal preparation required
- Sessions can be delivered on their own or as a series
- Activities can be tailored to reduce or expand time lines as required

## INTRODUCTORY COLLECTION

### Get Ready: Plan Your Career!

This introductory kit outlines a five step process to career planning and includes activities that explore practical ways to attain the specific goals for each of the five steps. Students will become aware of the career planning process as a tool they can use both immediately and throughout their lives to create the life that they want for themselves.

### Get Started: Take the First Step!

Developed to follow the "Get Ready: Plan Your Career!" kit, this kit emphasizes the importance of self-evaluation as the first step in the career planning process. Students will participate in three self-assessment activities to begin the process of self-evaluation. Students will also complete a summary sheet of their self-assessment results that is ideal for placement in a portfolio.

### Get Smart: Know Your Skills!

Before students begin developing resumes or writing cover letters it is imperative that they obtain knowledge of the vast array of skills they possess. This kit includes three checklists that assist students in identifying many of their skills. As well, an interactive component allows students the opportunity to learn skills that are developed through the variety of roles and activities that they may be involved in. The value of the transferability of these skills is emphasized.

### Get Noticed: Resumes That Work!

Building on "Get Smart: Know Your Skills!" this kit will assist students in producing a skills-based, functional resume. This type of resume is ideal for students who do not yet have a lot of paid work experience. In addition to providing valuable background information about resumes, this kit also includes resume samples, a worksheet with useful tips and examples, and an electronic template that allows for ease of input and formatting of resume information.

### Get Attention: Catchy Cover Letters!

The ability to compose an effective cover letter and package it with a resume is essential to self-marketing. This kit introduces students to the purpose and importance of cover letters and prepares them to write a cover letter targeted to a specific goal. Included in this kit are cover letter samples, a worksheet with helpful tips and examples and an electronic template that simplifies formatting of the cover letter.

## GENERAL COLLECTION

### Alberta Employment Standards

This kit outlines Alberta Employment Standards with a view to educating young workers about their rights and responsibilities in the workplace.

### Be Your Own Boss: Is Self-Employment For Me?

As students explore the world of work and careers, this lesson plan exposes them to self-employment as a work option. Students will learn about the skills and characteristics associated with being an entrepreneur, and they will examine the 10 keys for success in small business. This hands-on kit encourages students to identify and assess potential business ideas, along with developing the framework for a business plan.

### Career Planning

An overview of the Career Planning Process, this kit outlines the five steps: Evaluating Self, Generating Options, Researching, Decision Making and Action Planning. It includes information about career building through high school to ease the transition into the world of work.

### Cool Cover Letters

Practical tips, examples and the benefits of cover letters as a self marketing tool for work search will be highlighted in this informative lesson plan. This kit complements Resume Development and is suitable for grades 10-12.

### Evaluating Post-Secondary Options

This kit offers students an opportunity to explore and prioritize decision-making factors related to post-secondary program selection. This kit is focused on late Grade 11 and early Grade 12 students and ideal delivery is late second semester for Grade 11 students, or early to mid first semester for Grade 12 students in order to accommodate program application timelines.

**Exploring the Hidden Job Market**

Focused on networking and informational interviewing, this kit offers young workers an opportunity to bypass mainstream work search techniques and avoid competition by researching work and speaking to "Insiders".

**Future of Work**

To prepare students for the future of work, this kit identifies three influencing factors: technology, global business, and demographics. Students will be encouraged to apply these factors to selected occupations and to forecast occupational growth in our ever changing world of work. Identifying and using tools for research is emphasized so that career planners work with the forces changing the market place and adapt their work in response. This kit provides an important discussion prior to post-secondary program selection and work search.

**Getting the Goods On-Line and Off:  
How to Research Work**

This kit requires a high-speed Internet connection for at least half of each group. It offers detailed information about career, learning and employment topics using the Alberta Learning Information Service web site: [www.alis.gov.ab.ca](http://www.alis.gov.ab.ca). As a sequel to career planning, this topic follows Future of Work well.

**Interview Skills Building**

This interactive, game show style kit takes a humorous look at employment interviews and delivers information about appropriate physical presentation, response to employer questions and generation of appropriate questions for employers.

**Moving Out**

This interactive lesson plan utilizes real-life case studies about living independently, money management, the Residential Tenancies Act, consumerism and personal safety.

**Resume Development**

Exploring targeted resume development strategies for young workers, this kit also features information about cover letters and includes marketable samples of youth resumes.

**Safety 1st at Work**

This kit explores employer and employee responsibilities related to safety in the workplace. With specific discussion related to equipment, identification of hazards and dialogue with employers, the goal of this topic is to empower young workers to ensure their own safety and wellness at work.

**The "ME" in Meaningful Career Planning:  
Self-Assessment**

Focusing on the important first step in career planning, this kit provides several activities that assist students in developing an awareness of their own values, skills, interests and abilities. The variety in complexity and scope of these activities allows teachers/facilitators to select those which best suit the students they are assisting in career planning. This kit also gives students the opportunity to do some preliminary surveying of careers which best suit the values, skills, interests and abilities they have determined through the self-assessment process. It is appropriate for this kit to be used after Career Planning, but if it has not been done at this time, it should be completed after Developing Your Career Planning Portfolio as an important first section of the portfolio.

**Transferable Skills**

This kit challenges students to identify their skills from a number of sources. It is a strong introduction to Portfolio and Resume Development and is supportive of Career Planning.

**Wanted: One Great Employee**

This kit encourages students to identify what skills are needed in the areas of: communication, personal management and attitude to be successful in the competitive market of today. Job maintenance strategies are also emphasized.

**WorldWideWorkplace Diversity**

This kit enables students to develop an understanding of terminology relevant to the discussion of diversity. They will be asked to challenge their perceptions about diversity, and identify who contributes to Canada's diverse workforce. Students will also develop an awareness of how diversity impacts today's and tomorrow's labour market.

## PORTFOLIO DEVELOPMENT SERIES

**Here's Looking at Me:  
Beginning a Career Portfolio**

This pre-portfolio planning kit emphasizes self-knowledge and introduces the concept of collecting items for a future skills portfolio, sometimes referred to as a "ME Box". Designed for grades 9 and 10, students gain an understanding of their own strengths, skills and unique identities, and how these factors relate to future educational and occupational choices.

**Developing Your Career Portfolio**

Following a program of self-assessment and occupational research, this 45-minute lesson plan provides students with an introduction to the development of a portfolio that will ultimately document evidence of their strengths, skills and experiences. Students will collect and organize information and materials that reflect and show evidence of their unique skills.

**Presenting Your Career Portfolio**

This kit polishes off portfolio development by giving students experience in presenting their portfolios. Various methods of presenting portfolios are reviewed including an interview scenario, a panel presentation, a business loan, and electronic portfolios. Students learn about how to adapt their presentations for these different situations and are given an opportunity to practice their presentation skills. The kit is ideal for students completing various credentials and planning for scholarships or job interviews.

**This is only a sampling of the many resources  
available through Central Alberta Career Prep.  
Please contact us to inquire about other available programs.**



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**Government of Alberta ■**  
Employment and Immigration